

## **LAND DIVISION REVIEW CHECKLIST**

This checklist is to be used by staff as a guide for staff approval. The coordinator and the team review the application. A team meeting will be held, and at that time it will be determined whether the property division, property assemblage, or property line adjustment can be accomplished. Additional information may be requested to ensure that the project will be in compliance with current City of Scottsdale requirements, codes, ordinances, and approvals.

☐ Property Division

☐ Property Assemblage

☐ Property Line Adjustment

### **MAJOR REQUIREMENTS FOR EVALUATION.**

☐ Brief Narrative of the request.

☐ Land Boundary survey of the subject property on a 24 x 36 inch sheet size format (Sealed by a registered Land Surveyor in the state of Arizona) see attached minimum mapping requirements and standards.

☐ Plat Maps if the site is located in a recorded subdivision that was approved by the City of Scottsdale.

☐ Quarter Section maps; land, water/sewer, and aerial,

☐ Zoning maps

☐ Current Title Report no older than 30 days.

☐ Archaeological Survey report, and Certificate of No Effect form filled out.

☐ Drainage Report (Sealed by a Civil Engineer registered in the state of Arizona) The drainage report must be prepared in accordance with the city's current floodplain and drainage ordinance.

☐ Slope analysis and Natural Open Space (NAOS) requirements for areas within the ESL/ESLO/HD districts. Property divisions only.

☐ A statement certified by an architect stating that all structures along the revised property boundary will comply with the current adopted/amended codes and ordinances. (non-residential parcels)

☐ Other:

---

---

---

**Project Data Checklist Specific for Residential Evaluation:**

- ☐ Zoning history
- ☐ Permit history
- ☐ Number of parcels created (no more than three), or combined.
- ☐ Development/amended standards for the proposal.
- ☐ Location of buildings depicted with distances to the property lines.
- ☐ Roadway dedications and easement requirements.
- ☐ Letter of approval from the homeowner association if one exists.
- ☐ Water and Sewer line/easement requirements.
- ☐ Natural Area Open Space (NAOS) requirements.
- ☐ Scenic Corridor requirements.
- ☐ Trail easement requirements.
- ☐ Drainage Easement requirements.
- ☐ Septic Tank location.
- ☐ Major Land features
- ☐ Letter of Approval from the homeowners association if one exists.

**Project Data Checklist Specific to Non-Residential Evaluation**

- ☐ Zoning History.
- ☐ Development Review Board Compliance.
- ☐ Location of all existing buildings.
- ☐ Cross Access easement locations.
- ☐ Non-Permitted structures
- ☐ Previous land divisions and assemblages
- ☐ Airport approval, contact Gary Mascaro 480-312-7612

☐ **MINIMUM MAPPING STANDARDS**

1. Land boundary survey of subject property performed in accordance with “Minimum Standards for Arizona Land Boundary Surveys” effective February 2002 by the State of Arizona Board of Technical Registration (BTR), including but not limited to the following:
  - a. Presented on a format acceptable for recording with the office of the Maricopa County Recorder on a 24”X 36” sheet size..
  - b. Show and describe all monuments controlling the boundary of subject property.
  - c. Show all measured and recorded distances (bearings if necessary)
  - d. Show property boundary line with heavy solid line. Boundary in defined as contained in title report legal description. Do not except easements from gross property area.
  - e. Show all previous property divisions with case and recording numbers.
  - f. Show all easements that appear in title report citing width or dimensions and recorded instrument number.
  - g. Show easements that may appear on the Patent Deed in Small Tract Act areas. (Also known as “GLO easements” and do not always appear in title report)
  - h. Show all existing improvements that are affected by zoning district restrictions with distances from property line.
  - i. Show zoning district building setback lines with dimensions.
  - j. Show building permit numbers of existing structures.
  - k. Show existing septic tank and disposal site and its post-approval disposition with distance from property line and structures.
  - l. Show existing well, if any.
  - m. Show legal access to property.
  - n. Show names of adjacent property owners or Assessor Parcel Numbers.
  - o. Show area, in square feet, and dimensions of each new lot with lot number.
  - p. Show a vicinity map.
  - q. Show existing roadway names.
  - r. Show north arrow and scale.
  - s. Show pertinent references per State of Arizona board of Technical Registration minimum standards.
  - t. Show significant land features.

2. MAP REQUIREMENTS

The Survey Map, prepared on a recordable format, will be the only document to be produced by the applicant's Registered Land Surveyor. New lots, street dedications and easements required for various purposes will be shown on the plat. Special conditions of the request can be expressed here. Depending upon the nature of the request, a city representative will recommend specific elements necessary to show on the specific plat.

- a. May indicate name of survey map, such as "Land Survey Map for JOHNSON PROPERTIES"
- b. Brief description in the title stating at a minimum the quarter section, Section, Township, Range, Meridian, County and State. The title may need more specific information depending on particulars of the parent description.
- c. Complete legal description as appears in subject current title report.
- d. Legal descriptions of new lots are not necessary as the lot and name of plat will be sufficient for conveyance.
- e. Dedication similar to a normal subdivision.
- f. Acknowledgement of dedication
- g. Ratification by beneficiaries, if necessary.
- h. Acknowledgement of Ratification.
- i. Land surveyors certification.
- j. Consultant's name and address.
- k. City approval by Planning and Development Department.
- l. Legend
- m. North arrow and scale.
- n. List of pertinent references.
- o. Note existing easements, their width and purpose.
- p. Seal, date and signature.
- q. Case number and DR number.
- r. Stipulations as required on the Staff Approval.